

## CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number \_\_\_\_\_

Meeting Type: Regular

Meeting Date: 10/9/2014

Action Requested By:  
Finance

Agenda Item Type  
Resolution

Subject Matter:

Employment Agreement

Exact Wording for the Agenda:

Resolution authorizing the Mayor to execute a special employment with Edith Mayes.

**Note: If amendment, please state title and number of the original**

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

Associated Cost: 23,000

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: \_\_\_\_\_

Date: 9/30

# ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: Finance

Council Meeting Date: 10/9/2014

Department Contact: Randy Taylor

Phone # 5062

Contract or Agreement: Special Employment Agreement with Edith Mayes

Document Name: 20141009 Mayes Contract Res.docx

City Obligation Amount: 23,000

Total Project Budget:

Uncommitted Account Balance:

Account Number: 01-8300-0101-7403

## Procurement Agreements

<u>Not Applicable</u>	<u>Not Applicable</u>
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## Grant-Funded Agreements

<u>Not Applicable</u>	Grant Name: <u></u>
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Department	Signature	Date
1) Originating	<i>Randy Taylor</i>	<i>9/30</i>
2) Legal	<i>Mary C. Cales</i>	<i>9/30/14</i>
3) Finance	<i>Randy Taylor</i>	<i>9/30</i>
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

RESOLUTION NO. 14-\_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be, and he is hereby authorized to enter into an Agreement by and between the City of Huntsville and Edith Mayes, on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as "AGREEMENT BETWEEN THE CITY OF HUNTSVILLE AND EDITH MAYES" consisting of two (2) pages and the date of October 9, 2014, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk-Treasurer of the City of Huntsville, Alabama.

ADOPTED this the 9th day of October, 2014.

\_\_\_\_\_  
President of the City Council  
Of the City of Huntsville,  
Alabama

APPROVED this the 9th day of October, 2014.

\_\_\_\_\_  
Mayor of the City of Huntsville,  
Alabama

**SPECIAL EMPLOYEE  
AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE  
AND EDITH MAYES**

STATE OF ALABAMA       )  
COUNTY OF MADISON    )

**SPECIAL EMPLOYEE AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE AND EDITH MAYES**

**THIS AGREEMENT** is made and entered into on the 9<sup>th</sup> day of October, 2014, by and between Edith Mayes, an individual, ("Mayes") and the City of Huntsville, Alabama, a municipal corporation in the State of Alabama ("City"),

**WITNESSETH:**

In consideration of the mutual promises and covenants herein contained, the parties do hereby agree as follows, to wit:

1. Mayes shall be employed by the City of Huntsville as Accountant I in the Finance Department, shall be classified as a "Special" Employee under the City's Personnel Policies and Procedures Manual, and shall be under the direct supervision of the Accounting Supervisor. Duties of the position of Accountant I shall include all work described on Exhibit "A" attached hereto and incorporated herein by reference.

2. In consideration of the services rendered hereunder, the City shall pay Mayes at the rate of \$24.33 per hour for a total not to exceed 28 hours per week, with the total sum not to exceed \$23,000 per year, which shall be paid bi-weekly in accordance with the City's regular payroll processing system. During the term of this agreement, Mayes shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Mayes shall not receive any benefits available to any employee of the City except those benefits she receives as a result of being retired from regular employment with the City. Mayes shall have no authorization to incur any debt or obligation on behalf of the City.

3. The term of this contract shall be for a period of one year commencing on October 20, 2014.

4. This contract may be terminated by either party upon fifteen (15) days written notice being provided to the other party.

Agreement between the City of Huntsville and  
Edith Mayes by Resolution No. 14 - \_\_\_\_\_  
adopted and approved on October 9, 2014.

\_\_\_\_\_  
President of the City Council  
of the City of Huntsville, Alabama

5. The City shall provide Mayes a parking space during work hours at a location determined by the City's Director of Parking and Public Transit.

6. Except as specified herein, Mayes shall be subject to all Policies applicable to part-time employees of the City of Huntsville.

7. Mayes acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Mayes agrees not to disclose the confidential information to any third party at any time following execution of this agreement. This clause shall survive the termination of this Agreement.

8. This agreement constitutes the entire agreement between the parties.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement on the day and year first above written.

\_\_\_\_\_  
Edith Mayes, an Individual

**CITY OF HUNTSVILLE, ALABAMA**  
a municipal corporation

BY: \_\_\_\_\_  
Tommy Battle  
ITS: Mayor

ATTEST:

BY: \_\_\_\_\_  
Charles E. Hagood  
ITS: Clerk-Treasurer

## **EXHIBIT A**



## Accountant I

Class Code:  
1101

Bargaining Unit: Not Applicable

CITY OF HUNTSVILLE  
Established Date: May 1, 1999  
Revision Date: Jun 25, 2010

### **SALARY RANGE**

\$15.92 - \$24.33 Hourly  
\$1,273.60 - \$1,946.40 Biweekly  
\$2,759.47 - \$4,217.20 Monthly  
\$33,113.60 - \$50,606.40 Annually

### **NATURE OF WORK:**

This is professional accounting work in the maintenance and review of fiscal records.

Work involves maintaining financial records and auditing internal accounts or accounting documents. Work is performed in accordance with established accounting regulations, procedures, and forms and some independent judgement is exercised in accounting work. Work is performed according to generally accepted accounting principles, under the supervision of a higher level accountant, or fiscal or administrative officer and is checked for accuracy and conformance with departmental policy.

### **ESSENTIAL AND MARGINAL FUNCTIONS OF WORK:**

Maintains complete sets of accounts including subsidiary, general ledger, budgetary, and control accounts; makes appropriate entries and prepares necessary reports relating to account status; takes trial balances and balances; compiles cost data.

Performs internal audit assignments including checking accuracy of entries, examining accounting documents such as payrolls, purchase vouchers, cash receipts, disbursement vouchers, and license and sales tax gross receipts and reports; reviews requests for payment and assures availability of funds.

Verifies that transactions are properly supported and in accordance with established laws and regulations; helps design and monitor accounting systems, including internal controls.

Examines a variety of financial statements for completeness and conformance with uniform accounting classifications or other specific accounting requirements; assists in the preparation of adjusting journal vouchers; compiles statements and submits payment; makes routine disbursements as required; reconciles bank statements; maintains appropriate records and files.

Compiles and verifies tax information on vendors to report to the Internal Revenue Service; processes and distributes 1099 forms to the IRS and vendors.

May be assigned to serve as backup or assistant to a higher level Accountant.

Operates a personal computer with spreadsheet or database applications.

Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

**MARGINAL FUNCTIONS OF WORK:**

Perforating and filing completed payment packages.

Maintains budget/expense ledgers by purchase order, billing, and program.

Serves as department inventory control accountant; maintains accounts of all city-owned equipment; prepares and submit reports to external auditors of year-end figures of fixed assets.

Processes and distributes financial and accounting reports.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Knowledge of accounting principles and procedures.

Knowledge of general governmental accounting, purchasing, tax, and related systems and procedures.

Some knowledge of automated accounting systems.

Skill in the operation of a ten key calculator and personal computer.

Ability to apply accounting principles to the maintenance of fiscal and accounting records.

Ability to generate and interpret financial reports.

Ability to learn and accurately apply the City's accounting and fiscal policies and procedures.

Ability to communicate effectively with outside organizations and the general public for the purpose of giving or receiving information, negotiating, and resolving conflicts and disputes.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

Bachelor's Degree from a college or university accredited by a regional accrediting agency recognized by the U.S. Department of Education with major course work in accounting; experience with the maintenance and review of fiscal records at a highly technical level; or any combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities.

**WORKING ENVIRONMENT:**

Work is primarily performed in an office setting.

**PHYSICAL DEMANDS:**

Work is essentially sedentary, with occasional lifting and carrying of light (up to 15 pounds) items. Computer work requires manual dexterity.

**NECESSARY SPECIAL REQUIREMENTS:**

None